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Instructions to Inspectors.

REVISED, 1908.

DISTRIBUTION OF THE LEGISLATIVE GRANT.

RURAL PUBLIC AND SEPARATE SCHOOLS IN THE DISTRICTS OF ONTARIO.

Provisions of the Department of Education Act as Amended 1908.

The following are the provisions of Section 4 of the Education Department Act, as amended at the recent session of the Legislature, on which is based the scheme of distributing the Legislative Grant to the Rural Public and Separate Schools in the Districts.

It shall be the duty of the Minister of Education, and he shall have power:

(3) Subject to the Regulations of the Department of Education, to apportion all sums of money voted by the Legislative Assembly as a general grant for the Rural Public and Separate Schools in the organized counties and districts amongst said rural schools in the organized counties and in the districts respectively on the basis of the salaries paid to the teachers, the value of the equipment, the character of the accommodations, the grade of the teachers' professional certificates, the length of their successful experience, and the amount of the assessments.

(5) Subject to the Regulations of the Department of Education, the grants for the Rural Public and Separate Schools in the districts shall be payable in two instalments direct to the respective boards of trustees as the Lieutenant-Governor in Council may direct; the first instalment on or before the first day of August and the second on or before the first day of December.

(6) Under the provisions of such regulations as may be made by the Department of Education, to apportion to Public and Separate School Boards in poor rural districts, and to the residents of lumber, mining, and other settlements all sums of money voted by the Legislative Assembly for teachers' salaries to Public and Separate School Boards in poor rural districts, and for such other school purposes as the Minister of Education may consider expedient.

General Instructions.

The information herein contained is now communicated to the District Inspectors in order that they may have sufficient time to procure from School Boards and Township Clerks the data necessary for the official returns on which the distribution will be made by the Education Department, and the forms for which will be sent to each Inspector. All returns from School Boards shall be certified by the Secretary or Secretary-Treasurer; those from the Township Clerks shall be certified by these officials; and said returns shall be retained by the Inspector for at least one year as his authority for his official report. The Department of Education Act provides that the Legislative Grants shall be paid by the Minister on or before August 1st. It will accordingly be necessary for the Inspector to act as expeditiously as possible in procuring the information he may need, so as to transmit to the Education Department, the official forms completely filled in, *not later than June 22nd.* As provided in Section 4 (5) quoted above, the instalments will be payable direct to the School Boards concerned; the first, on or before the first day of August; and the second, on or before the first day of December.

Assessments and Sections.

(1) In the case of *organized townships* the average section assessment of the township hereinafter referred to is the quotient obtained by dividing by the number of school sections in the township the average of the total assessed values of the township for 1906 and 1907, and thereafter said average for the three years next preceding the year of distribution.

(2) For the above computation:—

(*a*) The lands of the supporters of each Separate School shall be counted as a section in forming the divisor.

(*b*) A union section shall be counted as belonging to the township in which the school building is situated and the assessed value of the portion of the other township or townships completing said union section shall be added to the dividend (see Public School Act of 1901, section 54, and section 27*a* of 1904, amendments).

(*c*) When there are two schools in a section, the section shall be counted as two sections in forming the divisor.

(3) In the case of *unorganized townships,* the average section assessment hereinafter referred to shall be computed for 1908 on the average of the total assessed values of the section for 1906 and 1907, and thereafter on said average for the three years next preceding the year of distribution.

(4) If, in any year, the assessment of 1906 is reduced in any case, such reduction shall not be recognized by the Education Department, unless satisfactory reasons are submitted, through the Inspector, for said reduction.

SCHEME OF DISTRIBUTION.

The total yearly apportionment to each school, *not including Continuation Schools,** shall be the sum of the grants to which it is entitled under the following regulations:

*The term "Continuation School" (the former Continuation Class, Grade A), applies, not to the whole public school, but to the particular division or divisions thereof in which Continuation School Work is taught.

I. Fixed Grants.

When the average section assessment, as defined above, is less than $20,000, each school shall receive a fixed grant of $40; when it is at least $20,000, but less than $30,000, the fixed grant shall be $30; when it is at least $30,000, but less than $40,000, the fixed grant shall be $25; and where it is at least $40,000, but less than $50,000, the fixed grant shall be $20; where it is $50,000 or over there shall be no fixed grant. Only half the grant will be paid in each case unless the Inspector certifies that the school has been in effective operation for both half years.

II. Grants Payable on Teachers' Salaries.

Each school shall receive 40 per cent. of the amounts paid in teachers' salaries each school year (beginning in August and ending in June) up to a maximum of $600 salary in the case of each teacher, the computation beginning as follows:

(1) At $100, where the average section assessment, as defined above, is less than $20,000;

(2) At $150 for a Principal and $100 for an assistant where the average section assessment, as defined above, is $20,000 or over.

III. Grants on the Teachers' Qualifications.

The following grants shall be paid on the basis of the grades of the teachers' professional certificates and the length of their successful experience, *the competency of each teacher being attested by the Inspector of the school for which such grant is claimed.* The grant shall be one-half of the amount if the teacher of the school holds such certificate for less than a year, but for at least half a year:

(1) If the teacher's total experience in the schools of the Province of Ontario shall have been at least five years on July 1st next:

(*a*) For a Provincial Professional First Class Certificate $50
(*b*) For a Provincial Professional Second Class Certificate..... 40

(2) If said experience shall have been less than five years on the same date:

(*a*) For a Provincial Professional First Class Certificate $40
(*b*) For a Provincial Professional Second Class Certificate..... 30
(*c*) For a Professional Third Class (both permanent and limited) or a Provincial Ungraded Permanent Certificate 25
(*d*) For a Professional District Certificate 20

Grants on Equipment and Accommodations.

(1) Where the average section assessment, as defined above, is under $20,000, each school shall receive a grant of $30; and where it is at least $20,000 and under $30,000, a grant of $25.

The grants for the improvement of equipment and accommodations shall be expended by the School Boards under the advice of the Inspector; and the improvements, with the items of expenditure shall be reported to him by the School Boards, before August 1st of the year next following the receipt of the grant.

(2) Where the average section assessment, as defined above, is $30,000 or over, a grant at the rate of $20 for each Principal and $2.50 for each assistant will be made to each Inspectorate, said total grant to be sub-apportioned by the Inspector concerned amongst his schools where the average section assessment is $30,000 or over, on the basis of the value of the equipment and the character of the accommodations, as follows:

(*a*) Each school shall receive 10 per cent. of the approved value of the equipment up to a maximum of $20 for each Principal and $2.50 additional for an assistant; the items of the equipment on which the valuation is made being those prescribed in Circular No. 33, 1907, and provided in the school. The special equipment for Continuation Schools and Fifth Classes (the former Continuation Classes, Grades A, B, and C) shall not be included.

(*b*) Each school shall receive a grant on the character of its accommodations, the maximum being $30 for a one-teacher school, $45 for a two-teachers school, and $60 for a school with more than two teachers, in accordance with the provisions of Circular No. 33, 1907, in regard to accommodations, and in accordance with the following scheme:

Grade.	One teacher.				Two teachers.				Three teachers and over.			
	I.	II.	III.	IV.	I.	II.	III.	IV.	I.	II.	III.	IV.
	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.
Closets	4 00	3 00	2 00	1 00	6 00	4 50	3 00	1 50	8 00	6 00	4 00	2 00
Water supply	2 00	1 50	1 00	50	2 00	1 50	1 00	50	3 00	2 25	1 50	75
School grounds	4 00	3 00	2 00	1 00	5 00	3 75	2 50	1 25	6 00	4 50	3 00	1 50
School buildings	2 00	1 50	1 00	50	3 00	2 25	1 50	75	4 00	3 00	2 00	1 00
Class rooms	2 00	1 50	1 00	50	3 00	2 25	1 50	75	4 00	3 00	2 00	1 00
Halls	.....	.....	.....	....	2 00	1 50	1 00	50	3 00	2 25	1 50	75
Cap rooms	2 00	1 50	1 00	50	3 00	2 25	1 50	75	4 00	3 00	2 00	1 00
Private rooms	1 00	75	50	25	1 50	1 10	75	40	2 00	1 50	1 00	50
Desks	2 00	1 50	1 00	50	3 00	2 25	1 50	75	4 00	3 00	2 00	1 00
Blackboards	1 00	75	50	25	1 50	1 10	75	40	2 00	1 50	1 00	50
Lighting	2 00	1 50	1 00	50	3 00	2 25	1 50	75	4 00	3 00	2 00	1 00
Heating	4 00	3 00	2 00	1 00	6 00	4 50	3 00	1 50	8 00	6 00	4 00	2 00
Ventilation	4 00	3 00	2 00	1 00	6 00	4 50	3 00	1 50	8 00	6 00	4 00	2 00
	30 00	22 50	15 00	7 50	45 00	33 70	22 50	11 30	60 00	45 00	30 00	15 00

(*c*) For the distribution of the amount apportioned by the Minister on the basis of the value of the equipment and the character of the accommodations, each Principal teacher is reckoned as a unit and each assistant as a half if the school has been open for the whole school year; but each Principal is reckoned as a half and each assistant as a quarter if the school or the assistant's class, as the case may be, has been open for less than a year but not less than half a year. In this computation the teachers of Continuation Schools are not to be included.

(*d*) When the amount of the Legislative Grant to the inspectorate is insufficient to provide for each school the sums required under the preceding regulations, the Inspector shall make a *pro rata* deduction from the total grant to each school; and where there is a balance over after making the provision for each school as required by the said regulations, he shall make a *pro rata* addition to the total grant to each school.

(*e*) *In order that the Department may apportion the correct amount to each Inspectorate for the grant for equipment and accommodations, each District Inspector shall notify the Minister not later than July 1st of the number of teachers in his Inspectorate reckoned as in* (2) (*c*) *above.*

(*f*) A return of the total grant on equipment and accommodations as sub-apportioned by the Inspector to each school shall be made by him to the Education Department not later than November 1st, and shall be payable by the Minister not later than December 1st, direct to the School Board.

Grants to Assisted Schools.

As provided in section 4 (6) of the Department of Education Act, quoted above, further grants will be made to assist special cases of hardship in school sections and in settlements where there is as yet no school organization, for teachers' salaries and for such other purposes as the Minister of Education may deem expedient. Such grants will be made on the report of the Inspector concerned, who shall set forth in full detail on or before the first of November of each year, in a form to be obtained from the Department of Education, the conditions which, in his judgment, necessitate such grants.

Special Grant for Rural School Libraries.

The special grant of $6,000.00 ($1,000.00 more than last year) in aid of Rural School Libraries will be distributed amongst the Rural Public and Separate Schools of the whole Province, not including Continuation Schools, as a percentage on the value of all books purchased between July 1st, 1907, and October 1st, 1908, provided no school receive more than $10.00, and provided no purchase is less than $10.00. *The books shall also have been approved by the Inspector as especially suitable for the pupils' use.*

All applications for this grant must be made by the Trustees through the Inspector, on or before the 15th day of October. The Trustees shall supply the Inspector with all the information he may require, in regard to the purchases of the books, including vouchers from the booksellers.

The Inspector shall make application to the Education Department on a form to be provided, which must be forwarded to the Education Department not later than the first day of November.

May 4th, 1908.